

Town of Shirley Personnel Board

Minutes, January 22, 2020

The meeting was called to order at 5:30 pm at the Town Offices building. Members present were Chairperson Holly Haase, Paul Przybyla, and Bill Oelfke.

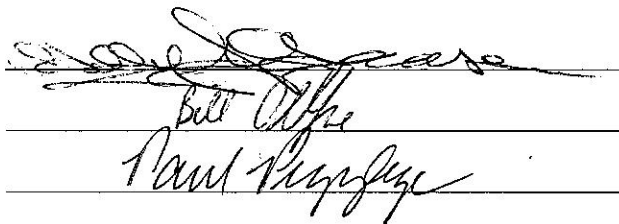
Upon a motion made by Mr. Oelfke and seconded by Mr. Przybyla, the minutes of the meeting of November 12, 2019 were approved as written.

Chairperson Haase welcomed Town Administrator Mike McGovern, Town Accountant Heather Varney and Finance Committee chair John O'Keefe to the meeting for a discussion of the Salary Classification and Wage Scale warrant article for fiscal year 2021. Mr. McGovern reported that the Council on Aging Director position needs to be added to the Salary Classification Schedule. The new COA Director's hourly rate will place her within Grade 7. There is also the possibility that the Assessor's position will no longer be part of the union contract. A Salary Classification of 11 for the Assessor will fall within the current wage for that position. Following discussion of these two additions, the Personnel Board requested that they be provided with job descriptions for both positions so that they can be reviewed for levels of responsibility and required job knowledge appropriate for each classification. The new Fire Chief has been hired within the existing salary classification for the position and no change is needed.

Discussion then centered on the 2021 Wage Scale. Ms. Varney presented two Wage Scale charts showing Cost of Living Adjustments: one with a 0.5 % increase and another with a 1% increase. These would be on top of a 2.5% step raise. Mr. O'Keefe expressed his concern with staff turnover and spoke of the need to have town salaries remain competitive with neighboring towns. He also indicated that the budget this year will be tight and not have a lot of room for wage increases. The Personnel Board felt it important, in the spirit of fairness, to know the outcome of union negotiations before making a decision on the Wage Scale for non-union employees. Mr. McGovern will notify the Personnel Board when the union contract is concluded.

The agenda item to review the Leave/benefit policy in the Personnel Manual was tabled pending completion of the draft policy.

The meeting adjourned at 6:05 pm.

The block contains three handwritten signatures, each written over a horizontal line. The first signature is for Holly Haase, the second for Bill Oelfke, and the third for Paul Przybyla.

Holly Haase

Bill Oelfke

Paul Przybyla